

CROOK COUNTY FIRE WARDEN JOB DESCRIPTION

JOB DESCRIPTION:

The Board of County Commissioners in and for Crook County, WY has the authority to appoint the Crook County Fire Warden pursuant to W.S. 35-9-401.

General Duties: The Crook County Fire Warden or their duly designated representative shall be responsible for management of fire suppression, fire prevention and related activities, except within any incorporated city, town or fire district, and is responsible for coordinating fire suppression and fire prevention among all county fire agencies pursuant to W.S. 35-9-402.

Specific Duties: The Crook County Fire Warden shall be responsible for:

- A. Fire suppression, fire prevention and related activities that may include, but are not limited to:
 - 1. Inquiring about and obtaining Federal Excess Personal Property.
 - 2. Fire reporting coordination:
 - a. Report all fires occurring within the county's jurisdiction. The report shall include all information required by the forms provided by the State. The reports shall be forwarded to the State monthly, before the 10th day of the month following the reporting period.
 - b. Fire, training and maintenance reporting on WFIRS report to generate income to the county.
 - 3. Develop and maintain annual budget for fire suppression. Submit budget to the Board of County Commissioners at April meeting.
 - 4. Coordination with other agencies such as:
 - a. All fire service entities within the county
 - b. County Commissioners
 - c. Homeland Security Coordinator
 - d. Federal Agencies
 - e. State Agencies
- B. Fire Closures:
 - 1. Make recommendations for a Fire Closure to the Board of County Commissioners when he deems the fire danger in a given area of the county to be extreme, because of drought, the presence of an excessive amount of flammable material or for any other sufficient reason, the area to be closed and any form of restrictive use by the public. The County Fire Warden shall notify the Wyoming State Forestry and all of the state and federal agencies set forth in the Commissioners Resolution as well as the local

radio stations, newspapers, of any type of fire closure or the lifting of any type of fire closure and also flipping the signs on all county roads and State Highways.

C. Fire Suppression Account:

1. The County Fire Warden will have knowledge of how the State Fire Suppression Account functions and will make recommendations to the Board of County Commissioners when such account shall be activated.

D. Training for county firefighters:

1. County Fire Warden will coordinate annual training for county firefighters.

E. Representation of County

1. County Fire Warden will attend meetings of the Advisory Fire Board and county fire zone meetings as needed.
2. County Fire Warden will report monthly to the Board of County Commissioners.

F. Fire Suppression

1. County Fire Warden will help coordinate fire suppression on
 - a. Private lands
 - b. State lands
 - c. Federal lands
 - d. Multi-jurisdictional areas

G. Fire Investigations

1. County Fire Warden will conduct fire investigation outside incorporated cities, towns or fire districts.
2. Report any suspicion of criminal activity to the Sheriff.